

ADMINISTRATIVE - INTERNAL USE ONLY

18 December 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (10 - 17 December 1986)

1. The Chief, Information Resources Management Division (IRMD) and members of his staff provided a briefing and tour of the Agency Archives and Records Center (AARC) to Dr. Frank Burke, Acting Archivist of the United States, and other senior officials of the National Archives and Records Administration. IRMD representatives also escorted four representatives of the Defense Intelligence Agency (DIA) on a briefing and tour of the AARC. DIA is considering the establishment of its own records center and found the visit very informative.

2. The Ames Building Information Services Center was open around the clock on the 1st, 3rd, 9th, and 11th of December 1986 to assist the Office of Finance in getting out the end of year payroll. Two IRMD employees worked 12-hour shifts in the Center to accomplish this special task.

3. IRMD provided representatives of the Office of Information Technology a requirements paper outlining data and cable dissemination needs for the Information Services Centers planned for the Directorate of Intelligence and the Office of Technical Services in the New Headquarters Building. A meeting to review the paper has been scheduled for 8 January 1987.

4. An IRMD representative conducted an on-site audit of Top Secret collateral documents and reviewed procedures for handling TS documents in the Office of SIGINT Operations. All documents were accounted for and the procedures are in compliance with Agency guidelines and regulations.

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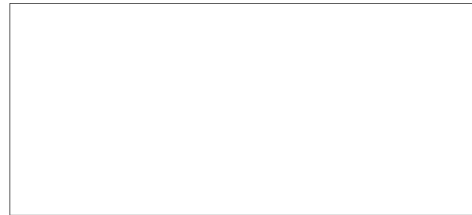
5. The Department of Defense Central United States Registry (CUSR) soon will be making its annual inventory of NATO documents held by the Agency. The Office of Information Resources (OIR), Directorate of Intelligence, is responsible for the control and accountability of the Agency's NATO documents. IRMD and OIR are working together to prepare for and assist in conducting the inventory.

6. The Acting Archivist of the United States approved the revised DCI Records Control Schedule on 11 December 1986. Approval of the Directorate of Science and Technology Records Control Schedule is expected in late January 1987.

7. The backlog of initial FOIA/PA requests has decreased to 1186. This compares with 1690 one year ago and 2938 two years ago. The Information and Privacy Division report is attached.

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Attachment



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17 December 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (10-16 December 1986)

	10-16 Dec 1986	1986 Weekly Average
1. <u>The Week in Review</u>		
a. New cases	58	61.1
b. Cases closed	70	70.2
c. New appeals logged	3	3.1
d. Appeals closed	4	3.4
e. Manpower (man-weeks)	66.8	93.6
2. <u>Current Backlogs</u>		
a. Initial requests - 1186		
b. Requests in administrative appeal - 168		
c. Requests in litigation - 48		

3. Spotlighted Requests

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STAT HGH/AEF:krc/[] (17 December 1986) (FINAL)
Distribution:
Orig - Adse
1 - DCI/DDCI/Executive Director
1 - DCI History Staff
1 - DDI
1 - DDO
1 - DDS&T
5 - OIS
1 - C/PAO
1 - Comptroller
1 - IG
1 - OGC
1 - OCA
1 - OP
1 - OL
STAT 1 - C/IMS []
1 - DDO/IRO
STAT 25 - DDO/IMS []
1 - DDI/IRO
1 - DDA/IRO
1 - IC/IRO
1 - OIS/LA
1 - IRG/OS
1 - IPD Subject
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1 - IPD Reading Board
1 - HGH
1 - LSS

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16 December 1986

MEMORANDUM FOR: Director of Information Services

STAT FROM:

[redacted]
Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (10 - 16 December 1986)

1. WORK IN PROGRESS

a. Office Of Logistics Records Management Survey.

STAT [redacted] Information Services Branch, presented a pre-survey briefing to Printing and Photography Division/OL staff members 11 December. The interview portion of the P&PD survey started 15 December.

b. Annuitant Activities. OIS annuitants continue to review the OGC record holdings at the Records Center. This week 12 retirement jobs were searched, identifying another 673 TS collateral documents either not on record or incorrectly assigned in the TSCADS. The majority of the located documents in question continue to be identified in a job containing National Security Council policy papers. Review activity will continue on the remaining 24 retirement jobs.

2. SIGNIFICANT EVENTS

a. NARA Tour of Agency Archives and Records Center.

Dr. Frank Burke, Acting Archivist of the United States, and three other senior executives of the National Archives and Records Administration were given briefings and a tour of the Agency Archives and Records Center by the Chief of the Information Resources Management Division (IRMD) and other IRMD personnel. The tour and briefings were well received by Dr. Burke and his party.

b. DDI Information Services Center/Data Access Center.

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STAT [redacted] Chief/Information Services Branch, and [redacted] DDI/Information Management Officer, provided [redacted] Chief/Office of Information Technology, New Building Project Office, and other representatives from OIT with a paper outlining data and cable dissemination requirements for the DDI and OTS Information Services Centers (ISCs). A followup meeting to review the requirements paper has been scheduled for 8 January.

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c. Top Secret Review. [] Classification Management Branch, completed an on-site audit of the Office of SIGINT Operations (OSO) and reviewed OSO procedures for handling collateral TS documents. OSO's Top Secret documents are fully accounted for and the OSO processing procedures are in compliance with Agency regulations and guidelines.

d. Support to Agency Offices. The Department of Defense Central United States Registry (CUSR) issued its annual request to CIA for an inventory of NATO documents held by the Agency. The Office of Information Resources, Document Library Branch (DLB), is responsible for the control and accountability of NATO documents issued to the Agency. In an effort to support DLB, a computer listing was obtained from Top Secret Control Automated Data System (TSCADS) identifying 167 TS NATO documents assigned to DLB. Classification Management Branch personnel will assist DLB in preparing for the 1987 CUSR review of Agency NATO document handling procedures.

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e. The Ames Building ISC was open around the clock on 1, 3, 9, and 11 December to accommodate the Office of Finance in getting out the end of the year payroll. [] and [] worked 12-hour shifts to accomplish this special request.

f. Records Control Schedules. Colonel Ray Tagge, National Archives and Records Administration (NARA) Appraiser, has informed the Chief/Information Management Branch that the DCI Records Control Schedule was approved by Dr. Frank Burke, Acting Archivist of the United States, on 11 December 1986. The DS&T Records Control Schedule continues the coordination process within NARA and it is expected to be approved in the latter part of January.

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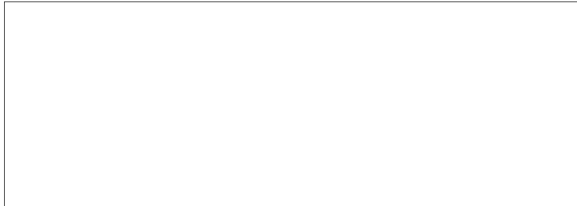
g. Records Center Activities. Four representatives of the Defense Intelligence Agency (DIA), accompanied by [] visited the Archives and Records Center for a briefing and tour. DIA is investigating the establishment of their own records center, and found the visit to AARC to be very valuable.

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Records Center personnel performed the following activities during the week:

RAMS:	Made 22 additions, 68 deletions and 9 changes.
ARCINS:	Jobs received/edited: 5. Jobs keyed: 15 consisting of 1,811 entries.
Accessions:	Received 22 jobs totalling 138 cubic feet.
References:	Serviced 1,250 requests for records (188 were for annuitants).
Special Run:	One to NCD.

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MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Regulatory Policy Division, OIS

SUBJECT: Regulatory Policy Division Activities
10 December - 16 December 1986

1. Nothing of significance to report.

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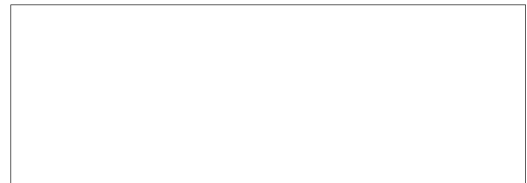
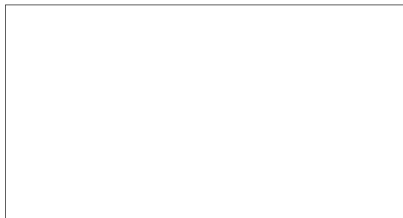
16 December 1986

MEMORANDUM FOR: Director of Information Services
FROM: Chief, Classification Review Division
SUBJECT: CRD Weekly Report, 10 December - 16 December 1986

There were no significant developments in CRD this week.


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